

21 December 1983

MEMORANDUM FOR: Planning Officer
Directorate of Administration

FROM: 1-2
Chief, Regulations Control Division

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SUBJECT: Notice(s) Originated by the DDA Planning Officer and Due
to Expire 1 March 1984

REFERENCE:

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1. In accordance with the policy stated in this memorandum serves as a reminder that the one notice(s) listed on the attached sheet will expire 1 March 1984.

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2. Headquarters and field notices are intended to disseminate regulatory information quickly; information of a continuing nature should be incorporated into an Agency regulation or handbook.

3. If it is necessary to extend the expiration date of a notice, the request requires written justification and the express approval of the Deputy Director for Administration for headquarters notices and the Deputy Director for Operations for field notices.

4. Extension of a notice is accomplished by issuance of another notice which does not contain the text of the original notice. An extension serves to maintain the official status of the information until it is incorporated into a regulation. Therefore, if a notice has already been extended once from the original expiration date, and the information again needs to be called to the attention of the recipients, we suggest reissuance of the notice with a new number. Information of a continuing nature should be submitted for incorporation into a more permanent issuance. If extension or reissuance of a notice is requested, please include justification comments on the attached sheet. Also, please verify that the information is current or note any changes which may be required.

5. For each notice listed on the attached sheet, please indicate the action desired and return the form to Regulations Control Division, Office of Information Services, 1105 Ames Building, no later than 8 February 1984.

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Attachments:

- A. Notice Expiration Response Sheet
- B. 1 Notice(s)

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